

Fall 2023 Up for Action: Tenure/Promotion detailed timeline

Action Steps, Phase I: Evaluator Selection and Creation of Scholarship Packets	
<p>Faculty up for tenure/early tenure and/or considering promotion must formally notify the Provost of their intent to apply. Intent to apply declared via email notification to the Provost CCing Director of Faculty Services Kyeanna Bailey and the candidate's chair, CV must be attached.</p> <p><i>FPPG, II.A.14: "Promotion and/or early tenure candidates may withdraw at any point in the personnel process. When a candidate withdraws, votes taken up to that point remain part of the File."</i></p>	by Wednesday, 3/15/2023
<p>Candidates and their Chairs confer re potential evaluators; Chairs send out evaluation requests to 4-6 potential evaluators.</p> <p><i>See FPPG, I.C: Outside Letters of Evaluation for complete details on evaluator selection.</i></p> <p><i>*Evaluation letters are due to Faculty Services by Monday, August 7, 2023*</i></p>	before Friday, 4/21/2023
<p>Promotion/Tenure Candidate's Department Chair electronically forwards the contact information* for 4-6 External Evaluators to Kyeanna Bailey, Director of Faculty Services (kbailey@jjay.cuny.edu), CCing the Candidate.</p> <p>*Chairs must use the provided spreadsheet to submit contact information. Faculty Services is not responsible for finding addresses and contact information of evaluators.</p>	Friday, 4/21/2023
<p>Promotion/Tenure Candidate submits complete <u>electronic</u>* Evaluator Packets via e-mail to Faculty Services (facultyservices@jjay.cuny.edu).</p> <p>These packets should include the following materials:</p> <ul style="list-style-type: none"> • Copy of recent CV (not Form C) • Table of Contents (<i>recommended</i>) • Examples of Scholarship and Professional Practice. <p>Email subject line format: <u>First initial, Last Name – [Insert Personnel Action] External Evaluator Materials.</u> <i>Ex. K. Bailey – Tenure & Promotion External Evaluator Materials</i></p> <p><i>See FPPG, I.C.2.f re Evaluation Packets. See FPPG III. C re Research & Scholarship criteria.</i></p> <p><i>*Electronic formats accepted: email attachments, zip file, Dropbox link, and e-book link(s).</i></p>	Friday, 4/28/2023

***Anticipated submission to external evaluators: 5/15 – 5/26 ***

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Action Steps, Phase II: Preparation and Submission of Materials to the Personnel File	
FIDO access opened to Faculty Candidates. Candidates can begin uploading their relevant materials to FIDO as of this time until the file closes.	Monday, 6/5/2023
Candidate reviews and updates digital personnel file available in FIDO. <i>*VPN access is required to access FIDO off-campus.</i>	Monday, 6/5/2023 through Friday, 9/8/2023
Candidate's Spring 2023 Peer Teaching Observations and Post Observations should be completed, reviewed, signed and submitted via e-mail to Faculty Services facultyservices@jjay.cuny.edu . <i>*Department Chairs upload electronic copies of Fall 2022 & Spring 2023 evaluations to FIDO as indicated below.</i>	by Wednesday 5/31/2023
Candidate Works on Form C. Candidate shares progress with Chairperson throughout the summer until the formal file closing date.	Monday, 6/5/2023 through Friday, 9/8/2023
FIDO upload access opened to Chair. Candidate's Chair uploads the following materials to FIDO: Completed Chair's Annual Evaluation Memorandum. Written by Chair, signed by both Candidate and Chair. Completed Fall 2022/ Spring 2023 Peer Observations of Teaching and Post Observations of Teaching. <i>See FPPG, I.D: Annual Conference Memorandum</i>	Monday, 7/3/2023 through Friday, 9/08/2023* *FIDO upload access closes 11:59 pm

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Action Steps, Phase III: Form C Submission & Final Check of Personnel File	
Candidates check FIDO to ensure that all relevant documents have been uploaded (<i>recommended</i>).	Mid-August through 9/8/2023
Contractual last day to add any materials to Candidate’s Personnel File. *The Provost expects submission of all relevant evidence for your reappointment, tenure/CCE/promotion as expressed in the Faculty Personnel Process Guidelines and the CUNY-PSC contract by the <u>second week of September</u> .	Friday, 9/8/2023 *FIDO closes at 11:59 PM
PERSONNEL ACTION REVIEW PROCESS	
Department Personnel & Budget Committee meetings to review Fall 2023 personnel actions FIDO access opened to Departmental and College Personnel Committees (Dept. P&B, FPC)	September 2023 (after 9/15/2023)
Departmental Personnel & Budget Committee votes on Reappointment, Tenure, CCE and Promotion due to Provost's Office	September – October 2023
FPC Review Committee meetings to review Fall 2023 personnel actions	October – November 2023
FPC Review Committee votes on Reappointment, Tenure, CCE and Promotion due to Provost's Office	October – November 2023
Faculty Candidates notified of action outcome by letter	by Sunday, 12/01/2023
Personnel Action goes into effect	Reappt and Promotion: 8/25/2024 CCE and Tenure: 9/1/2024